

OFFICE OF GENERAL SERVICES  
Security Information  
REPORT OF OPERATIONS

RECORDS MANAGEMENT  
ADMINISTRATIVE SERVICE

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending  
**11 March 1953**

A. Personnel	On Duty	Vacancies	In Process
1. Chief of Police	1	0	0
2. Deputy Chief of Police	1	0	0
3. Captain	1	0	0
4. Sergeant	1	0	0
5. Police Officer	1	0	0
6. Police Officer	1	0	0
7. Police Officer	1	0	0
8. Police Officer	1	0	0
9. Police Officer	1	0	0
10. Police Officer	1	0	0
11. Police Officer	1	0	0
12. Police Officer	1	0	0
13. Police Officer	1	0	0
14. Police Officer	1	0	0
15. Police Officer	1	0	0
16. Police Officer	1	0	0
17. Police Officer	1	0	0
18. Police Officer	1	0	0
19. Police Officer	1	0	0
20. Police Officer	1	0	0
21. Police Officer	1	0	0
22. Police Officer	1	0	0
23. Police Officer	1	0	0
24. Police Officer	1	0	0
25. Police Officer	1	0	0
26. Police Officer	1	0	0
27. Police Officer	1	0	0
28. Police Officer	1	0	0
29. Police Officer	1	0	0
30. Police Officer	1	0	0
31. Police Officer	1	0	0
32. Police Officer	1	0	0
33. Police Officer	1	0	0
34. Police Officer	1	0	0
35. Police Officer	1	0	0
36. Police Officer	1	0	0
37. Police Officer	1	0	0
38. Police Officer	1	0	0
39. Police Officer	1	0	0
40. Police Officer	1	0	0
41. Police Officer	1	0	0
42. Police Officer	1	0	0
43. Police Officer	1	0	0
44. Police Officer	1	0	0
45. Police Officer	1	0	0
46. Police Officer	1	0	0
47. Police Officer	1	0	0
48. Police Officer	1	0	0
49. Police Officer	1	0	0
50. Police Officer	1	0	0
51. Police Officer	1	0	0
52. Police Officer	1	0	0
53. Police Officer	1	0	0
54. Police Officer	1	0	0
55. Police Officer	1	0	0
56. Police Officer	1	0	0
57. Police Officer	1	0	0
58. Police Officer	1	0	0
59. Police Officer	1	0	0
60. Police Officer	1	0	0
61. Police Officer	1	0	0
62. Police Officer	1	0	0
63. Police Officer	1	0	0
64. Police Officer	1	0	0
65. Police Officer	1	0	0
66. Police Officer	1	0	0
67. Police Officer	1	0	0
68. Police Officer	1	0	0
69. Police Officer	1	0	0
70. Police Officer	1	0	0
71. Police Officer	1	0	0
72. Police Officer	1	0	0
73. Police Officer	1	0	0
74. Police Officer	1	0	0
75. Police Officer	1	0	0
76. Police Officer	1	0	0
77. Police Officer	1	0	0
78. Police Officer	1	0	0
79. Police Officer	1	0	0
80. Police Officer	1	0	0
81. Police Officer	1	0	0
82. Police Officer	1	0	0
83. Police Officer	1	0	0
84. Police Officer	1	0	0
85. Police Officer	1	0	0
86. Police Officer	1	0	0
87. Police Officer	1	0	0
88. Police Officer	1	0	0
89. Police Officer	1	0	0
90. Police Officer	1	0	0
91. Police Officer	1	0	0
92. Police Officer	1	0	0
93. Police Officer	1	0	0
94. Police Officer	1	0	0
95. Police Officer	1	0	0
96. Police Officer	1	0	0
97. Police Officer	1	0	0
98. Police Officer	1	0	0
99. Police Officer	1	0	0
100. Police Officer	1	0	0

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

$$\begin{array}{r} 0 \\ 4 \\ 1 \\ 0 \\ \hline 5 \end{array}$$

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1. No. on leave three days or more:

Records Mgt. Section-	0
Mail Control Section-	3
Records Center Sec.-	0

2. No. on special detail out of office 2. How long?

Records Mgt. Section-	1
Records Center Section-	0
Mail Control Section-	1

3. Where: One Records Analyst to Jackson Commission.  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-	0
Records Center	- 1
Mail Control	- 17

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5. Specific cases on item 4 not in previous reports.

6. New applicants interviewed None. Recruited by Personnel None.  
Recruited by this office None.

7. Remarks: [redacted], a courier, requested an interview with [redacted] because this office would not give him priority in getting a release for another position.

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**B. Administration and Problems:**

Records Management & Distribution- FBID has requested assistance in disposing of Field Station records. From a listing of the type of records concerned, it appears that a disposal schedule can be prepared without actual appraisal of the material by a records analyst.

This week a survey of the records in the Office of Operations was begun. Our present understanding is that the scope of the survey will be limited to the preparation of a disposition schedule for the Contact Division. This job will be written up and reported on as a project in the future.

The installation of the recommended filing system in Colonel Grogan's office has been completed. A copy of the instruction material and a covering memo to document the project is being prepared for the Office of the Chief of General Services.

A proposed notice providing for the standardization of letter and legal sized filing equipment has been approved by the Office of P&S, but is being held up by the Office of I&S because of the nomenclatures. Tentative approval of the Office of P&S has been given to the issuance of a notice providing for standardization of file folders and guides.

Two VM microfilming projects were completed this week for the Office of Personnel. The projects were the Overt and Covert Personnel position inventories.

Mail Control Section-

6 March '53 - one courier detailed to NSC 8 hours  
11 March '53 - one courier detailed to NSC 2½ hrs.  
901 16th Street calling this week on the average of three a day for special service.

A total of five names and addresses of prospective couriers has been submitted to [ ] of Personnel Procurement.

9 March '53-Staff Duty Courier performed four trips to the home of Mr. Loftus Becker. In one instance, no driver was available for a pick-up after 12:00 midnight and the courier insisted on the watch office having someone accompany him. The watch officer going off duty made the trip. The incident was discussed with [ ] and [ ] the following morning. Both agreed that it was not desirable for the courier to be alone on such a trip and that every effort would be made to have someone along. However, they both stated that in some instances, it may be necessary for the courier to go alone.

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	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	0	21,300
Flat-bed Camera	33,826	13,000
2. Records Center-(all figures in cubic feet)		
Records received for processing and storage	7.4	--
References to record material	58	220
Records material destroyed	0	--
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	1,409	549
Intelligence Reports	45	63
b. Supplemental Distribution:		
Information Reports	496	229
Intelligence Reports	441	160
Notices	3	54
Regulations	100	145
Others	14	14
c. Initial Distribution:		
Notices	5	3.8
Regulations	32	1.8
Others	1	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,314	5,150
Outgoing	7,957	6,550
b. Postage expended	\$ 635.71	\$ 775.00
c. Scheduled Courier trips	230	230
d. Special Courier trips	92	33.4
e. Inter-agency mail by Courier		
Incoming	1,212	770
Outgoing	1,897	1,275
f. Personnel actions:		
Recruitments	2	--
Separations	0	--
g. Use of Motor Pool Vehicles		
Available	15	--
Available but delayed	3	--
Not Available	2	--

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